

Activity Calendar for Preparation of Gaon Panchayat Development Plan (GPDP) in Mission Mode				
12 th May to 12 th June' 2017				
Sl. No.	Steps	Activities	Responsibilities	Time Line
1	Panchayat Sitting	<p>Panchayat Bodies along with Members of resource team, working groups and environment generation committee and Officials will sit together to chalk out the entire planning process. The following activities will be finalised</p> <p>a) Campaign Strategy for environment building among the people.</p> <p>b) Selection of team leader / Facilitators for ward wise exercises.</p> <p>c) Distribution of Wards among the team leaders / facilitators</p> <p>d) Distribution of templates to capture wardwise information through PRA exercises, Interactive sessions with people, Focus Group Discussion, Transact Walk etc.</p> <p>e. Plan for conducting PRA exercises and other participatory interactive sessions in each of the ward of the GP.</p>	GP President, Vice-President, Ward Members and GP Secretary, Members of Resource team, Members of Working groups and Members of Campaign Committees	12 th May 2017
2	Organizing Ward wise campaign for environment generation among the people	Mike Announcement, Postering, Leaflet distribution, Procession, Bicycle Rally, Motor Cycle Rally	GP President, Vice-President, Members and GP Secretary, Resource team, Working groups and Campaign Committees and other officials.	13 th – 14 th May 2017
3	a. Secondary Data collection from Census 2011, SECC 2011, DISE Report, DLHS, NFHS, etc. B. PRA exercises	<p>Collection of secondary data relating to population, education, drinking water and sanitation, etc. to be collected from the Census 2011 and SECC 2011 report</p> <p>If secondary data have already been collected in the ongoing process of GPDP, the process will move to the next step - PRA exercise.</p>	GP President, Vice-President, Ward Members and GP Secretary, Members of Resource team, Members of Working groups and Members of Campaign Committees and other officials	15 th – 17 th May 2017

4	PRA Exercises:	PRA exercises will be conducted in each and every ward. The Facilitators, members of ward level campaign committee along with the members of working groups will undertake PRA exercises in each ward.	GP President, Vice-President, Ward Members and GP Secretary, Members of Resource team, Facilitators, Members of Working groups and Members of Campaign Committees and other officials	18 th – 23 rd May 2017
5	Interactive sessions with villagers and Focused Group Discussions (FGDs) in the wards:	Interactive sessions and Focused Group Discussion will be conducted with different groups like SHGs, Farmers, Youth, Adolescents Girls, Local Entrepreneurs, and other community based organisations. The discussions will be conducted in each ward simultaneously with PRA exercise.	Panchayat Committee, Secretary, Members of Resource Team, Members of Working Groups, Facilitators and other officials	18 th – 23 rd May 2017
6	Transect Walk:	The Facilitators, resource team members or the members of working group will also conduct transect walk along with villagers in the wards of the GP to identify infrastructural problem and other critical gaps as a part of PRA exercises. Simultaneously with PRA exercise.	Panchayat Committee, Secretary, Members of Resource Team, Members of Working Groups, Facilitators and other officials	18 th – 23 rd May 2017
7	Ward Sabha for Consolidation	<ul style="list-style-type: none"> : Members of Resource Team and Working Group, Facilitators will carry out these ward sabhas. President, Ward Members and Secretary will conduct the Ward Sabhas. : The information / data collected through PRA exercises and interactive sessions will be discussed. : Felt need of the people will also be captured in the ward sabhas. : Special focus will be given on selection of household based and community level schemes under MGNREGA. : Need, gap and priorities of the ward will be finalised. : Based on above discussions, the ward wise Draft Situation Analysis Report will be prepared using the prescribed template. 	Panchayat Committee, Secretary, Members of Resource Team, Members of Working Groups, Facilitators and other officials	24 th – 29 th May 2017

8	2nd Panchayat Sitting for consolidation of Panchayat DSR	: Ward wise Draft Situation Analysis will be compiled into a single Draft Status report of the Gaon Panchayat.: To make more effective concerned Line Departments will also be invited to take their suggestion for preparation of Panchayat Draft Status report.: Facilitators, Members of Resource Team and Working Group and other officials should be present in the sitting.: Preparation of Panchayat Resource Envelope of every GP will be prepared with the average projection of the on-going Flagship programmes e.g. MGNREGA, 14th FC, etc. : Finalization of Panchayat Draft Status report in prescribed format.	Panchayat Committee, Secretary, Members of Resource Team, Members of Working Groups, Facilitators and other officials	30 th May – 1 st June 2017
9	Gram Sabha for prioritising of activities	: Proper announcement will be made through mike and invitation will also be sent to villagers with the help of different medias. : Panchayat President will preside over the meeting. : Draft Status Report will be presented. : All discussions will be minuted and recorded by GP Secretary. : Prioritization of the GPDP projects and reading of the GPDP Projects.	Panchayat Committee, Secretary, Members of Resource Team, Members of Working Groups, Facilitators and other officials	2 nd – 3 rd June 2017
10	Draft Plan Preparation	: Draft Status Report of the panchayat will now be given the shape of a plan and segregated programme wise like MGNREGA, 14th FC Grant etc.	Panchayat Committee, Secretary, Members of Resource Team, Members of Working Groups, Facilitators and other officials	4 th – 5 th June' 2017
11	3rd Panchayat Sitting for approval of Annual Action Plan	The Annual Plan will be separated from the whole plan based on prioritisation in the Gram Sabhas.	Panchayat Committee, Secretary, Members of Resource Team, Members of Working Groups, Facilitators and other officials	6 th June 2017

12	Gram Sabha for approval of Annual Action Plan	: Panchayat President will preside over the meeting. : Presentation of annual plan and perspective plan. : All discussion will be minuted and recorded by GP Secretary.	Panchayat Committee, Secretary, Members of Resource Team, Members of Working Groups, Facilitators and other officials	7 th – 8 th June 2017
13	Preparation of Final GDPD	: Based on priority of the Gram sabha GP will prepared Annual and Perspective Plan for remaining 4 years.: Annual Plan and Perspective should be holistic covering all sectors like 14th Finance Commissioner , MGNREGA, Agriculture & allied and also programmes of other line departments.: Panchayat will make four copies of final annual GDPD Plan. : One copy will be send to – BDO (for Technical Approval): Display of annual plan in Notice Board	Panchayat Committee, Secretary, Members of Resource Team, Members of Working Groups, Facilitators and other officials	9 th - 12 th June' 2017
14	Technical Sanction	: Technical Committee will sit to accord technical sanction of the plan and estimate by convening the committee on fixed date.	Block Level Technical Sanction committee	